

CITY OF HIGHWOOD  
**COMMITTEE OF THE WHOLE MEETING**  
CITY COUNCIL CHAMBERS  
Tuesday August 15, 2023 at 6:00 P.M.

**AGENDA**

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**CALL TO ORDER**

**1. Roll Call**

**2. Public Hearing**

**3. Review of Minutes to be Approved:**

3.1. City Council: August 01, 2023

3.2. Committee of the Whole: August 01, 2023

**4. Appointments**

**5. Review of Bill Warrant List**

5.1. 08/15/2023 AP Warrant List

**6. Unfinished Business**

**7. New Business**

7.1 Consideration of a Resolution Adopting the 2022 Lake County All Natural Hazards Mitigation Plan.

7.2 A Discussion on Landlord and Police Awareness in the City of Highwood.

7.3 Consideration of a Motion Directing the City Manager to Accept a Proposal from M&J to Complete Crack Sealing in Highwood in an Amount not to Exceed \$41,177.

7.4 Consideration of a Motion Authorizing the City Manager to Sign an Agreement with SE Inc, Sciaretta Enterprises, to Provide Snow Removal Services to the City of Highwood for the Next Three Years.

7.5 A Discussion on a Request from Isaac & Moishe on Leaving a Curbside Café up During the Winter.

**8. Executive Session (If Necessary)**

**9. Any Action Necessary Coming Out of Executive Session**

**10. Adjournment**

CITY OF HIGHWOOD  
**REGULAR MEETING OF THE CITY COUNCIL**  
CITY COUNCIL CHAMBERS  
**Tuesday August 01, 2023 at 7:30 P.M.**  
**AGENDA MINUTES**

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**CALL TO ORDER** by Mayor Pecaro at 7:36 P.M.

**1. Roll Call**

Present: Aldermen Slavin, Falberg, Peterson and Hospodarsky

Absent: Aldermen Levi and Fiore

Also Present: City Manager Coren and Administrative Assistant Litjens

**2. Pledge of Allegiance**

All present recited the Pledge of Allegiance.

**3. Review of Minutes to be Approved**

3.1. Moved by Alderman Slavin and seconded by Alderman Peterson to approve the minutes for City Council: July 18, 2023. All present voting aye, by voice vote, motion carried.

3.2. Moved by Alderman Hospodarsky and seconded by Alderman Peterson to approve the minutes for Committee of the Whole: July 18, 2023. All present voting aye, by voice vote, motion carried.

**4. Appointments**

**5. Approval of Warrant List:**

5.1. Moved by Alderman Peterson and seconded by Alderman Hospodarsky to approve the 08/01/2023 AP Warrant List for payment. All present voting aye, by roll call vote, motion carried.

**6. Public Input Items Not on Agenda**

**7. Mayor's Report**

**8. Committee Reports**

**9. Treasurer's Report**

**10. Clerk's Report**

**ACTION ITEMS**

**11. Unfinished Business**

**12. New Business**

Moved by Alderman Falberg and seconded by Alderman Slavin to approve items 12.1 through 12.10 by omnibus vote. All present voting aye, by roll call vote. Motion carried.

- 12.1. Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase of Salt for the Year 2014.
- 12.2. Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase of Salt for the Year 2015.
- 12.3. Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase of Salt for the Year 2016.
- 12.4. Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase of Salt for the Year 2017.
- 12.5. Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase of Salt for the Year 2018.
- 12.6. Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase of Salt for the Year 2019.
- 12.7. Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase of Salt for the Year 2020.
- 12.8. Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase of Salt for the Year 2021.
- 12.9. Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase of Salt for the Year 2022.
- 12.10. Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase of Salt for the Year 2023.
- 12.11. Moved by Alderman Falberg and seconded by Alderman Slavin to approve a Motion Authorizing the City Manager to Engage Forvis to Conduct the FYE 2023 Audit in an Amount not to Exceed \$58,500. All present voting aye, by roll call vote, motion carried.
- 12.12. Moved by Alderman Falberg and seconded by Alderman Peterson to waive first reading and approve an Ordinance Adopting by Reference of the Lake County Watershed Development Ordinance. All present voting aye, by roll call vote, motion carried.

13. **Executive Session** (If Necessary)  
Moved by Alderman Peterson and seconded by Alderman Hospodarsky to enter Executive Session under sections 2-C-1 and 2-C-5. All present voting aye, by roll call vote, motion carried at 7:42 P.M.
14. **Any Action Necessary Coming Out of Executive Session**  
Moved by Alderman Hospodarsky and seconded by Alderman Falberg to reconvene the regular City Council meeting. All present voting aye, by voice vote, motion carried at 8:16 P.M.
15. **Adjournment** moved by Alderman Slavin and seconded by Alderman Peterson to adjourn the meeting. All present voting aye, by voice vote, motion carried. Mayor Pecaro adjourned the meeting at 8:16 P.M.

CITY OF HIGHWOOD  
**COMMITTEE OF THE WHOLE MEETING**  
CITY COUNCIL CHAMBERS  
Tuesday August 01, 2023 at 6:00 P.M.

**AGENDA MINUTES**

---

**CALL TO ORDER** by Mayor Pecaro at 6:12 P.M.

**1. Roll Call**

Present: Aldermen Slavin, Falberg, Peterson and Hospodarsky

Absent: Aldermen Levi and Fiore

Also Present: City Manager Coren and Administrative Assistant Litjens

**2. Public Hearing**

**3. Review of Minutes to be Approved**

3.1. City Council: July 18, 2023

3.2. Committee of the Whole: July 18, 2023

Items 3.1 and 3.2 will be approved at the regular City Council meeting.

**4. Appointments**

**5. Review of Bill Warrant List**

5.1. 08/01/2023 AP Warrant List

The Warrant List will be approved at the regular City Council meeting.

**6. Unfinished Business**

**7. New Business**

**Items 7.1 through 7.10 will be approved at the regular City Council meeting.**

7.1 Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase of Salt for the Year 2014.

7.2 Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase of Salt for the Year 2015.

7.3 Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase of Salt for the Year 2016.

7.4 Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase of Salt for the Year 2017.

7.5 Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase of Salt for the Year 2018.

7.6 Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase of Salt for the Year 2019.

- 7.7 Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase of Salt for the Year 2020.
- 7.8 Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase of Salt for the Year 2021.
- 7.9 Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase of Salt for the Year 2022.
- 7.10 Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase of Salt for the Year 2023.
- 7.11 Consideration of a Motion Authorizing the City Manager to Engage Forvis to Conduct the FYE 2023 Audit in an Amount not to Exceed \$58,500.  
This will be approved at the regular City Council meeting.
- 7.12 Consideration of an Ordinance Adopting by Reference of the Lake County Watershed Development Ordinance.  
This will be approved at the regular City Council meeting.
- 7.13 A Discussion on Snowplow Services in Highwood.  
Options for snowplow service were discussed.

To note, residents near Everts Park shared concerns and suggestions regarding the litter/garbage, parking/traffic flow and music volume. Alderman Falberg suggested residents with concerns visit the Celebrate Highwood tent for further input on music volume and speaker projection.

**8. Executive Session (If Necessary)**

**9. Any Action Necessary Coming Out of Executive Session**

- 10. Adjournment** moved by Alderman Hospodarsky and seconded by Alderman Peterson to adjourn the meeting. All present voting aye, by voice vote, motion carried. Mayor Pecaro adjourned the meeting at 7:36 P.M.

# HIGHWOOD - AP WARRANT LIST

AUGUST 15, 2023

List #355

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
<b>AEREX PEST CONTROL</b>					
	Invoice: 2525675	17 ENDICOTT ROAD 01-41-573 MISC SERVICE CONT	08/02/23 \$125.00	08/02/23	\$125.00
Vendor Total for: AEREX PEST CONTROL		(Fiscal YTD Payments: \$697.00)			\$125.00
<b>AMALGAMATED BANK OF CHICAGO</b>					
	Invoice: 08012023	ADMIN FEE 8/1/23 - 7/31/24 40-00-725 FISCAL AGENT FEES	08/01/23 \$475.00	08/01/23	\$475.00
Vendor Total for: AMALGAMATED BANK OF CHICAGO		(Fiscal YTD Payments: \$.00)			\$475.00
<b>AMAZON CAPITAL SERVICES</b>					
	Invoice: 11M9-WVLK-LG1V	REC CENTER 01-51-652 OPERATING SUPPLIE	08/11/23 \$92.98	08/11/23	\$92.98
	Invoice: 14M1-RWHW-K71G	WATER DEPARTMENT 51-00-652 OPERATING SUPPLIE	08/01/23 \$24.88	08/01/23	\$24.88
	Invoice: 167G-GPWT-KT64	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	08/11/23 \$86.31	08/11/23	\$86.31
	Invoice: 1GVN-4G7R-3NQK	WATER DEPARTMENT 51-00-512 REP & MAINT - DE	08/03/23 \$206.83	08/03/23	\$206.83
	Invoice: 1KXG-CMKL-PTHM	ADMIN 01-11-652 OPERATING SUPPLIE	08/07/23 \$98.59	08/07/23	\$98.59
	Invoice: 1M9G-Q31G-LH43	PUBLIC WORKS 01-41-515 REP & MAINT - ST	08/07/23 \$239.97	08/07/23	\$239.97
	Invoice: 1R79-NNFK-64N1	ADMIN 01-11-651 OFFICE SUPPLIES	08/09/23 \$22.44	08/09/23	\$22.44
	Invoice: 1TJ7-MDND-6PGG	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	08/03/23 \$185.97	08/03/23	\$185.97
	Invoice: 1VT4-D4N1-KG4X	POLICE DEPARTMENT 01-21-653 UNIFORMS	08/06/23 \$49.95	08/06/23	\$49.95
	Invoice: 1Y9J-FP9V-KQ4P	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	08/11/23 \$30.00	08/11/23	\$30.00
	Invoice: 1YX3-9M16-CQ7J	ADMIN 01-11-652 OPERATING SUPPLIE	07/31/23 \$25.23	07/31/23	\$25.23
Vendor Total for: AMAZON CAPITAL SERVICES		(Fiscal YTD Payments: \$7,606.46)			\$1,063.15
<b>CHICAGO CONCRETE &amp; EXCAVATION SERVICES</b>					
	Invoice: 08012023	11 WAKER AVENUE DEMO 37-00-555 PROJECT MANAGEMEN	08/01/23 \$68,585.00	08/01/23	\$68,585.00
	Invoice: 08072023	11 WALKER AVENUE DEMO	08/07/23	08/07/23	\$3,800.00

# HIGHWOOD - AP WARRANT LIST

AUGUST 15, 2023

List #355

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		37-00-555 PROJECT MANAGEMEN			\$3,800.00
Vendor Total for: CHICAGO CONCRETE & EXCAVATION SERVICES (Fiscal YTD Payments: \$104,965.00)					\$72,385.00
CHICAGO PUBLIC ART GROUP (CPAG)					
	Invoice: 080223	MURAL DESIGN PHASE 111 NORTH AVENUE 01-41-920 COMMUNITY BEAUTIF	08/02/23 \$3,000.00	08/02/23	\$3,000.00
Vendor Total for: CHICAGO PUBLIC ART GROUP (CPAG) (Fiscal YTD Payments: \$.00)					\$3,000.00
CHRISTOPHER B. BURKE ENGINEERING, LTD.					
	Invoice: 185113	2023 GENERAL ENGINEERING SERVICES 01-41-535 ENGINEERING FEES	08/07/23 \$440.00	08/07/23	\$440.00
	Invoice: 185114	SHERIDAN/WAUKEGAN ROAD IMP. 33-00-863 STREET CAPITAL	08/07/23 \$13,574.50	08/07/23	\$13,574.50
	Invoice: 185115	PRAIRIE AVENUE ROADWAY IMPROVEMENT 33-00-863 STREET CAPITAL	08/07/23 \$10,364.00	08/07/23	\$10,364.00
	Invoice: 185116	SANI SEWER CONCEPT STUDY 51-00-532 ENGINEERING	08/07/23 \$6,427.00	08/07/23	\$6,427.00
	Invoice: 185117	BANK LANE RECON PRJ 33-00-863 STREET CAPITAL	08/07/23 \$3,740.00	08/07/23	\$3,740.00
	Invoice: 185118	2022-2023 NPDES MS4 PH I 51-00-532 ENGINEERING	08/07/23 \$701.50	08/07/23	\$701.50
Vendor Total for: CHRISTOPHER B. BURKE ENGINEERING, LTD. (Fiscal YTD Payments: \$28,511.04)					\$35,247.00
CHRISTOPHER MARTIN					
	Invoice: 2211236367	ADMIN BLDG. MTNCE. REIMBURSEMENT 01-11-511	08/03/23 \$766.06	08/03/23	\$766.06
Vendor Total for: CHRISTOPHER MARTIN (Fiscal YTD Payments: \$2,016.15)					\$766.06
CITY OF HIGHLAND PARK					
	Invoice: 17454	GIS SERVICES 01-41-548 OTHER PROFESSIONA	08/01/23 \$1,918.63	08/01/23	\$1,918.63
	Invoice: 17516	WATER ANALYSIS 51-00-518 WATER ANALYSIS	08/07/23 \$480.00	08/07/23	\$480.00
Vendor Total for: CITY OF HIGHLAND PARK (Fiscal YTD Payments: \$184,296.23)					\$2,398.63
COMCAST BUSINESS					
	Invoice: 07252023-8569	102 HIGHWOOD AVENUE 7/29-8/28/23	07/25/23	07/25/23	\$174.75



# HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
	Invoice: 08052023-3781	01-41-571 UTILITIES 17 HIGHWOOD AVENUE 2 MONTHS 01-11-571 UTILITIES 01-21-571 UTILITIES	\$174.75 08/05/23 \$486.43 \$470.26	08/05/23	\$956.69
Vendor Total for: COMCAST BUSINESS			(Fiscal YTD Payments: \$4,685.56)		\$1,131.44
COMCAST BUSINESS					
	Invoice: 179523600	JULY 2023 01-51-552 TELEPHONE 01-41-552 TELEPHONE 51-00-552 TELEPHONE 01-11-552 TELEPHONE 01-21-552 TELEPHONE	08/01/23 \$109.51 \$59.73 \$109.51 \$300.83 \$300.82	08/01/23	\$880.40
Vendor Total for: COMCAST BUSINESS			(Fiscal YTD Payments: \$2,609.74)		\$880.40
COMED					
	Invoice: 080223	MASTER ACCT 35230-28045 01-41-571 UTILITIES	08/02/23 \$212.18	08/02/23	\$212.18
	Invoice: 08082023-30058	MASTER ACCT. 90830-30058 51-00-571 UTILITIES 01-51-571 UTILITIES 01-41-571 UTILITIES	08/08/23 \$3,454.98 \$781.91 \$1,098.75	08/08/23	\$5,335.64
Vendor Total for: COMED			(Fiscal YTD Payments: \$26,811.04)		\$5,547.82
DEMUTH, INC.					
	Invoice: V-3098	JET SANI SEWER EUCLID AVE/CT/GBR 51-00-516 REPAIR & MAINT HY	06/06/23 \$750.00	06/06/23	\$750.00
	Invoice: V-3104	5/16/2023 740 SHERIDAN B-BOX 51-00-599 MISC CONTRACT SER	06/06/23 \$500.00	06/06/23	\$500.00
	Invoice: V-3105	527 LOCKARD SANI MANHOLE 51-00-516 REPAIR & MAINT HY	06/06/23 \$5,000.00	06/06/23	\$5,000.00
	Invoice: V-3116	FUNSTON AVENUE MANHOLE INSTALL 51-00-516 REPAIR & MAINT HY	06/15/23 \$4,500.00	06/15/23	\$4,500.00
Vendor Total for: DEMUTH, INC.			(Fiscal YTD Payments: \$39,610.00)		\$10,750.00
DES PLAINES AUTOMATIC SPRINKLERS, INC					
	Invoice: 2157	106 STABLES CT W SPRINKLER REPAIR 01-41-515 REP & MAINT - ST	08/11/23 \$353.72	08/11/23	\$353.72

# HIGHWOOD - AP WARRANT LIST

AUGUST 15, 2023

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
Vendor Total for: DES PLAINES AUTOMATIC SPRINKLERS, INC		(Fiscal YTD Payments: \$.00)			\$353.72
FIRST COMMUNICATIONS, LLC					
	Invoice: 125668671	AUGUST 2023 01-21-552 TELEPHONE	08/06/23 \$672.65	08/06/23	\$672.65
Vendor Total for: FIRST COMMUNICATIONS, LLC		(Fiscal YTD Payments: \$2,028.39)			\$672.65
GUY SCOPELLITI LANDSCAPE INC					
	Invoice: 42613	JULY 2023 REGULAR MAINTENANCE 01-41-573 MISC SERVICE CONT	08/01/23 \$2,057.00	08/01/23	\$2,057.00
	Invoice: 42614	JULY 2023 FLOWER CARE & WATERING 01-41-573 MISC SERVICE CONT	08/01/23 \$952.00	08/01/23	\$952.00
	Invoice: 42615	JULY 2023 ADDTL LANDSCAPE SERVICE 01-41-573 MISC SERVICE CONT	08/01/23 \$578.00	08/01/23	\$578.00
Vendor Total for: GUY SCOPELLITI LANDSCAPE INC		(Fiscal YTD Payments: \$12,140.00)			\$3,587.00
HIGHWOOD CHAMBER OF COMMERCE					
	Invoice: 3277	BASIC MEMBERSHIP DUES 01-11-561 DUES	08/04/23 \$300.00	08/04/23	\$300.00
Vendor Total for: HIGHWOOD CHAMBER OF COMMERCE		(Fiscal YTD Payments: \$.00)			\$300.00
ILEAS					
	Invoice: DUES12398	2023 ANNUAL MEMBERSHIP DUES 01-21-561 DUES	07/01/23 \$120.00	07/01/23	\$120.00
Vendor Total for: ILEAS		(Fiscal YTD Payments: \$.00)			\$120.00
IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC					
	Invoice: 384847	ADMIN/PD COPIERS 01-11-573 MISC. CONTRACT SE 01-21-573 MISC. SERVICE CON	08/02/23 \$222.89 \$222.89	08/02/23	\$445.78
Vendor Total for: IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC		(Fiscal YTD Payments: \$376.77)			\$445.78
IML RISK MANAGEMENT ASSOCIATION					
	Invoice: 08012023	8/18/2023 SCHEDULED PAYMENT 01-51-592 LIABILITY INSURAN	08/01/23 \$882.14	08/01/23	\$15,820.44

# HIGHWOOD - AP WARRANT LIST

AUGUST 15, 2023

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-44-592 LIABILITY INSURAN	\$640.92		
		01-11-592 LIABILITY INSURAN	\$1,407.57		
		01-21-592 LIABILITY INSURAN	\$8,619.27		
		01-41-592 LIABILITY INSURAN	\$2,938.70		
		51-00-454 WORKER'S COMP INS	\$1,331.84		
Vendor Total for: IML RISK MANAGEMENT ASSOCIATION		(Fiscal YTD Payments: \$47,461.32)			\$15,820.44
JANI-KING OF IL					
	Invoice: CHC08230943	AUGUST 2023	08/01/23	08/01/23	\$979.21
		01-11-573 MISC. CONTRACT SE	\$489.60		
		01-21-573 MISC. SERVICE CON	\$489.61		
Vendor Total for: JANI-KING OF IL		(Fiscal YTD Payments: \$2,937.63)			\$979.21
LAKESHORE RECYCLING SYSTEMS					
	Invoice: LR5409956	JULY 2023	07/25/23	07/25/23	\$26,838.70
		53-00-578 REFUSE BILLING EX	\$26,838.70		
	Invoice: LR5409957	111 NORTH MULTIPLE MONTHS	07/25/23	07/25/23	\$8,061.29
		01-41-918 EVERTS PARK	\$8,061.29		
Vendor Total for: LAKESHORE RECYCLING SYSTEMS		(Fiscal YTD Payments: \$98,780.89)			\$34,899.99
LITTLE TOMMY'S PLUMBING SHOP					
	Invoice: 2_203_434141	AMERICA IN BLOOM REGISTRATION	08/11/23	08/11/23	\$1,500.00
		01-41-920 COMMUNITY BEAUTIF	\$1,500.00		
	Invoice: I17038	548 SHERIDAN ROAD METER REPLACEMENT	08/01/23	08/01/23	\$490.00
		51-00-599 MISC CONTRACT SER	\$490.00		
	Invoice: i17273	17 HIGHWOOD AVENUE	08/09/23	08/09/23	\$661.00
		01-11-511 REP & MAINT - BLD	\$330.50		
		01-21-511 REP & MAINT - BUI	\$330.50		
Vendor Total for: LITTLE TOMMY'S PLUMBING SHOP		(Fiscal YTD Payments: \$19,885.00)			\$2,651.00
LOCIS					
	Invoice: 45618	LICENSE SUPPORT OCT 2023-SEPT 2024	08/01/23	08/01/23	\$5,100.00
		01-11-561 DUES	\$5,100.00		
Vendor Total for: LOCIS		(Fiscal YTD Payments: \$.00)			\$5,100.00
MACQUARIE EQUIPMENT CAPITAL, INC.					
	Invoice: 104968	ADMIN/PD COPIER LEASE 7/18-8/17/202	07/26/23	07/26/23	\$303.23

# HIGHWOOD - AP WARRANT LIST

AUGUST 15, 2023

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-11-573 MISC. CONTRACT SE	\$151.62		
		01-21-573 MISC. SERVICE CON	\$151.61		
Vendor Total for: MACQUARIE EQUIPMENT CAPITAL, INC.		(Fiscal YTD Payments: \$336.92)			\$303.23
MARIANI					
	Invoice: 08082023-22801	DESIGN FEE AGREEMENT 2023	08/08/23	08/08/23	\$3,450.00
		01-41-920 COMMUNITY BEAUTIF	\$3,450.00		
Vendor Total for: MARIANI		(Fiscal YTD Payments: \$5,000.00)			\$3,450.00
MENARDS - VERNON HILLS					
	Invoice: 3059	REC CENTER	07/25/23	07/25/23	\$495.63
		01-51-515 PARK MAINTENANCE	\$495.63		
	Invoice: 3264	REC CENTER	07/29/23	07/29/23	\$97.96
		01-51-515 PARK MAINTENANCE	\$97.96		
Vendor Total for: MENARDS - VERNON HILLS		(Fiscal YTD Payments: \$0.00)			\$593.59
MOTOROLA					
	Invoice: 7730920230703	AUGUST 2023	08/01/23	08/01/23	\$61.00
		01-21-552 TELEPHONE	\$61.00		
Vendor Total for: MOTOROLA		(Fiscal YTD Payments: \$163.00)			\$61.00
MUNOZ PAVING CO.					
	Invoice: 2401	406 NORTH AVENUE CONCRETE WORK	08/10/23	08/10/23	\$7,900.00
		01-41-515 REP & MAINT - ST	\$7,900.00		
	Invoice: 2402	WATER PLANT ROAD DRAIN	08/10/23	08/10/23	\$2,350.00
		01-41-515 REP & MAINT - ST	\$2,350.00		
Vendor Total for: MUNOZ PAVING CO.		(Fiscal YTD Payments: \$39,125.00)			\$10,250.00
MUTUAL SERVICES OF HIGHLAND PARK					
	Invoice: 634145	POLICE DEPARTMENT	08/09/23	08/09/23	\$19.57
		01-21-652 OPERATING SUPPLIE	\$19.57		
Vendor Total for: MUTUAL SERVICES OF HIGHLAND PARK		(Fiscal YTD Payments: \$1,004.29)			\$19.57
NORTH SHORE AUTO SPA & DETAIL CENTER					
	Invoice: 864	PD JUNE 2023	06/30/23	06/30/23	\$50.00

# HIGHWOOD - AP WARRANT LIST

AUGUST 15, 2023

List #355

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-21-513 REP & MAINT - VEH	\$50.00		
Vendor Total for: NORTH SHORE AUTO SPA & DETAIL CENTER		(Fiscal YTD Payments: \$30.00)			\$50.00
OPUS 21 MANAGEMENT SOLUTIONS					
	Invoice: 230715	JULY 2023 51-00-599 MISC CONTRACT SER	08/06/23 \$2,016.91	08/06/23	\$2,016.91
Vendor Total for: OPUS 21 MANAGEMENT SOLUTIONS		(Fiscal YTD Payments: \$3,738.23)			\$2,016.91
PELLEGRINO TOSI					
	Invoice: 1885	AUGUST 2023 ADA GAS ALLOWANCE 01-51-472 AUTOMOBILE ALLOWA	08/01/23 \$50.00	08/01/23	\$50.00
Vendor Total for: PELLEGRINO TOSI		(Fiscal YTD Payments: \$150.00)			\$50.00
PHOENIX MIDWEST CONSULTANTS					
	Invoice: 7302023HW	JULY 2023 01-44-926 REIMBURSABLE EXPE	07/30/23 \$3,700.00	07/30/23	\$3,700.00
Vendor Total for: PHOENIX MIDWEST CONSULTANTS		(Fiscal YTD Payments: \$6,350.00)			\$3,700.00
PINNER ELECTRIC, INCORPORATED					
	Invoice: 17498A	11 WALKER AVENUE DEMO 37-00-555 PROJECT MANAGEMEN	07/19/23 \$1,425.00	07/19/23	\$1,425.00
	Invoice: 17627A	OVERHEAD CABLE CLEAN UP MULT. LOC 01-41-573 MISC SERVICE CONT	07/31/23 \$1,663.84	07/31/23	\$1,663.84
	Invoice: 18600	JULY 2023 01-41-516 REP & MAINT - STR	07/31/23 \$1,150.00	07/31/23	\$1,150.00
Vendor Total for: PINNER ELECTRIC, INCORPORATED		(Fiscal YTD Payments: \$3,450.00)			\$4,238.84
PLATINUM SYSTEMS					
	Invoice: K-157343	ADMIN AUGUST 2023 01-11-537 COMPUTER SUPPORT	08/01/23 \$587.20	08/01/23	\$587.20
	Invoice: K-157344	PD AUGUST 2023 01-11-537 COMPUTER SUPPORT	08/01/23 \$291.80	08/01/23	\$291.80
	Invoice: K-157604	7/10/23 REMOTE SUPPORT PD 01-11-537 COMPUTER SUPPORT	07/31/23 \$60.00	07/31/23	\$60.00
	Invoice: K-157605	7/11/23 REMOTE SUPPORT PD 01-11-537 COMPUTER SUPPORT	07/31/23 \$90.00	07/31/23	\$90.00
	Invoice: K-157606	7/19/23 ONSITE SUPPORT PD	07/31/23	07/31/23	\$870.00

# HIGHWOOD - AP WARRANT LIST

AUGUST 15, 2023

List #355

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
	Invoice: K-157609	01-11-537 COMPUTER SUPPORT REMOTE SUPPORT PD 01-11-537 COMPUTER SUPPORT	\$870.00 07/31/23 \$180.00	07/31/23	\$180.00
Vendor Total for: PLATINUM SYSTEMS		(Fiscal YTD Payments: \$3,753.00)			\$2,079.00
PROSOURCE SPECIALTIES					
	Invoice: 41323L	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	05/18/23 \$316.17	05/18/23	\$316.17
	Invoice: 41323TL-2	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	05/18/23 \$421.18	05/18/23	\$421.18
Vendor Total for: PROSOURCE SPECIALTIES		(Fiscal YTD Payments: \$393.67)			\$737.35
RIPPLE PUBLIC RELATIONS					
	Invoice: 08012023	AUGUST 2023 01-11-573 MISC. CONTRACT SE	08/01/23 \$500.00	08/01/23	\$500.00
Vendor Total for: RIPPLE PUBLIC RELATIONS		(Fiscal YTD Payments: \$1,500.00)			\$500.00
STERLING CODIFIERS/AMERICAN LEGAL					
	Invoice: 26994	22-O-13 THRU 23-O-07 01-11-573 MISC. CONTRACT SE	07/31/23 \$298.31	07/31/23	\$298.31
Vendor Total for: STERLING CODIFIERS/AMERICAN LEGAL		(Fiscal YTD Payments: \$.00)			\$298.31
T2 SYSTEMS					
	Invoice: IRIS0000124359	AUGUST 2023 01-11-573 MISC. CONTRACT SE	07/31/23 \$150.00	07/31/23	\$150.00
Vendor Total for: T2 SYSTEMS		(Fiscal YTD Payments: \$450.00)			\$150.00
TECHNOLOGY MANAGEMENT REVOLVING FUND					
	Invoice: T2332355	JUNE 2023 01-21-555 COMMUNICATIONS/OT	07/24/23 \$491.49	07/24/23	\$491.49
Vendor Total for: TECHNOLOGY MANAGEMENT REVOLVING FUND		(Fiscal YTD Payments: \$1,474.47)			\$491.49
THOMSON WEST					
	Invoice: 848718446	JULY 2023 01-21-561 DUES	08/01/23 \$339.24	08/01/23	\$339.24

# HIGHWOOD - AP WARRANT LIST

AUGUST 15, 2023

List #355

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
Vendor Total for: THOMSON WEST		(Fiscal YTD Payments: \$975.45)			\$339.24
TRUGREEN					
	Invoice: 180458878	7/27/23 EVERTS PARK 111 NORTH AVE 01-41-918 EVERTS PARK	08/10/23 \$530.37	08/10/23	\$530.37
	Invoice: 180460476	7/27/23 17 HIGHWOOD AVENUE 01-41-573 MISC SERVICE CONT	08/10/23 \$152.29	08/10/23	\$152.29
	Invoice: 180463242	7/27/23 PLEASANT PARK 01-41-573 MISC SERVICE CONT	08/10/23 \$207.67	08/10/23	\$207.67
	Invoice: 180464603	7/27/23 BURTIS PARK 01-41-573 MISC SERVICE CONT	08/10/23 \$74.55	08/10/23	\$74.55
	Invoice: 180973104	EVERTS PARK 01-41-918 EVERTS PARK	08/04/23 \$2,666.00	08/04/23	\$2,666.00
Vendor Total for: TRUGREEN		(Fiscal YTD Payments: \$1,929.76)			\$3,630.88
USA BLUE BOOK					
	Invoice: INV00077079	WATER DEPARTMENT 51-00-652 OPERATING SUPPLIE	07/19/23 \$594.03	07/19/23	\$594.03
Vendor Total for: USA BLUE BOOK		(Fiscal YTD Payments: \$518.94)			\$594.03
VERIZON WIRELESS					
	Invoice: 9938590131	06/02 - 07/01/2023 01-41-552 TELEPHONE 01-44-552 TELEPHONE 01-51-552 TELEPHONE 51-00-552 TELEPHONE 01-11-552 TELEPHONE 01-21-552 TELEPHONE	07/01/23 \$58.65 \$66.60 \$73.02 \$138.67 \$233.68 \$678.72	07/01/23	\$1,249.34
	Invoice: 9940975958	07/02/ - 08/01/2023 01-11-552 TELEPHONE 51-00-552 TELEPHONE 01-51-552 TELEPHONE 01-44-552 TELEPHONE 01-41-552 TELEPHONE 01-21-552 TELEPHONE	08/01/23 \$204.04 \$78.67 \$73.02 \$66.60 \$58.65 \$678.72	08/01/23	\$1,159.70
Vendor Total for: VERIZON WIRELESS		(Fiscal YTD Payments: \$2,319.16)			\$2,409.04
WAREHOUSE DIRECT OFFICE PRODUCTS					
	Invoice: 5548368-0	POLICE DEPARTMENT	08/09/23	08/09/23	\$81.13

# HIGHWOOD - AP WARRANT LIST

AUGUST 15, 2023

List #355

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-21-651 OFFICE SUPPLIES			\$81.13
Vendor Total for: WAREHOUSE DIRECT OFFICE PRODUCTS		(Fiscal YTD Payments: \$1,748.05)			\$81.13
WEX BANK					
	Invoice: 90877017	FINAL BILL OLD ACCOUNT	07/31/23	07/31/23	\$3.00
		01-11-655 AUTOMOTIVE/FUEL/O	\$3.00		
	Invoice: 90930918	JULY 2023	07/31/23	07/31/23	\$2,811.76
		01-21-655 AUTOMOTIVE/FUEL/O	\$2,014.26		
		01-41-655 AUTOMOTIVE/FUEL/O	\$482.23		
		01-51-655 AUTOMOTIVE/FUEL/O	\$294.60		
		51-00-655 AUTOMOTIVE FUEL/O	\$20.67		
Vendor Total for: WEX BANK		(Fiscal YTD Payments: \$8,786.53)			\$2,814.76
		GENERAL FUND			\$81,929.97
		CAPITAL PROJECT FUND			\$27,678.50
		TIF PROJECT/EXPENSE FUND			\$73,810.00
		DEBT SERVICE			\$475.00
		WATER & SEWER			\$26,825.49
		GARBAGE FUND			\$26,838.70
		Grand Total:			\$237,557.66



# HIGHWOOD - AP WARRANT LIST

AUGUST 15, 2023

List #355

A/P Manual Check Posting List

Postings from all Check Registration runs(NR) since last Check Voucher run(NCR)

Vendor	Invoice	Description	Check: No	Date	Reg #	Amount	
ABT	Invoice: 0803301TEWQ	CITY COUNCIL PRESENTATION EQUIP. 01-11-511 REP & MAINT - BLD	057824	08/03/23	341	\$3,628.00	
Vendor Total for: ABT						(Fiscal YTD Payments: \$3,628.00)	\$3,628.00
						GENERAL FUND	\$3,628.00
						Grand Total:	\$3,628.00

**AGENDA MEMO**  
**Committee of the Whole**  
**August 15, 2023**

**ISSUE STATEMENT**

A resolution adopting the 2022 Lake County All Natural Hazards Mitigation Plan.

**BACKGROUND/HISTORY**

To be eligible for certain FEMA grants, the County and City need to complete emergency preparedness plans for natural hazards. The County has taken the lead for the many agencies that lie within it, with the member entities supplying a delegate for the planning processes.

The 2022 All Natural Hazards Mitigation Plan has been completed and must be adopted to ensure eligibility for future grant monies, should a natural hazard make such funding necessary.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approval of this resolution.

**ALTERNATE CONSIDERATION**

Not approving the resolution would be an alternate consideration.

**ATTACHMENTS**

-Resolution

City of Highwood  
RESOLUTION

Adoption of the 2022 Lake County  
All-Natural Hazards Mitigation Plan

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**WHEREAS**, Lake County is subject to flooding, tornadoes, severe summer and winter storms, and other natural hazards that can damage property, close businesses, disrupt traffic, and present a public health and safety hazard; and

**WHEREAS**, the Lake County Hazard Mitigation Planning Committee has prepared and recommended the 2022 update of Lake County All Natural Hazards Mitigation Plan that reviews the County's options to protect people and reduce damage from hazards; and

**WHEREAS**, the Lake County and Lake County municipalities prepared and adopted the 2017 Lake County All Natural Hazards Mitigation Plan and the 2022 Lake County All Natural Hazards Mitigation Plan is an update required by the Federal Emergency Management Agency; and

**WHEREAS**, the 2022 Lake County All Natural Hazards Mitigation Plan was developed as a multi-jurisdictional plan and has been submitted and approved by Illinois Emergency Management Agency and the Federal Emergency Management Agency; and

**WHEREAS**, the recommended 2022 Lake County All Natural Hazards Mitigation Plan has been widely circulated for review by residents and federal, state, and regional agencies and has been supported by those reviewers; and

**WHEREAS**, the preparation and adoption of a community mitigation plan is a requirement of the Federal Emergency Management Agency in order for Lake County to be eligible for federal mitigation funds under Section 104 of the Disaster Mitigation Act of 2000 (42 USC 5165), and under 44 CFR (Code of Federal Regulations) Part 201.

**NOW, THEREFORE BE IT RESOLVED**, that the 2022 Lake County All Natural Hazards Mitigation Plan, is hereby adopted as an official plan of the City of Highwood, and;

**BE IT FURTHER RESOLVED**, that City Manager Scott Coren is hereby appointed as the City of Highwood's representative on the Lake County Hazard Mitigation Planning Committee and will keep the City of Highwood apprised of the mitigation action items undertaken by or reported to the Lake County Hazard Mitigation Planning Committee, and

**BE IT FURTHER RESOLVED**, that the City Clerk is hereby requested to distribute a certified copy of this Resolution to the Lake County Stormwater Management Commission.

**DATED** at Highwood, Illinois on 15<sup>th</sup> day of August, 2023.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Mayor

## Policy proposal summary

### What is the problem or opportunity?

- More than half of the City's housing units are renter-occupied.<sup>1</sup> Several landlords - including some living in and outside of the City - have expressed concern that they are not notified when police activity occurs at their rental properties.<sup>2</sup> In the extreme, an occupant could be arrested for, charged with and ultimately convicted of committing a violent crime at a rental property, only to return to living at the property without the landlord ever becoming aware. Police incident reports are considered public records;<sup>3</sup> however, these reports are typically only obtained via Freedom of Information Act (FOIA) requests. Increasing landlord awareness of police activity at their rental properties would likely result in a more accountable and safer community.

### What can be done to address it?

- The City could develop a process to proactively send all landlords police incident reports made at their rental properties. This proactive process could treat the release of records in the exact same manner that it would if it were reactively processing FOIA requests (i.e., compliant with relevant protections afforded by state and federal laws).<sup>4</sup> This proactive process would not be expected to be administratively burdensome.<sup>5</sup>

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<sup>1</sup> [U.S. Census Bureau American Community Survey 2021 \(S1101/Households and Families\)](#)

<sup>2</sup> Phone conversations with Highwood landlords on 3.31.23, 4.11.23 and 4.12.23

<sup>3</sup> [State of Illinois \(5 ILCS 140/\) Freedom of Information Act](#)

<sup>4</sup> Phone conversation with Highwood City Attorney Howard Jablecki on 5.10.23

<sup>5</sup> Phone conversation with Highwood Police Chief David Wentz on 5.11.23

## Police incident report cover letter example

8/10/2023

Dear Mr. John Doe,

In the interest of increasing landlord awareness, the Highwood City Council established a policy to proactively notify landlords when police incident reports are made at their rental properties.

In accordance with the aforementioned policy and in compliance with protections afforded by state and federal laws, you are receiving this communication because the enclosed police incident report was made at your rental property located at 123 ABC St. Highwood, IL 60040.

Respectfully,

City of Highwood Police Department  
(847) 432-2151

**AGENDA MEMO**  
**Committee of the Whole**  
**August 15, 2023**

**ISSUE STATEMENT**

A motion directing the City Manager to accept a proposal from M&J to complete crack sealing in Highwood in an amount not to exceed \$41,177.

**BACKGROUND/HISTORY**

The City of Highwood has increasingly focused on preventative maintenance for roadways. During the Strategic Planning meeting the City Council expressed interest in continuing to invest in methods that help extend the life of the roads, increasing the budget to \$40,000.

Prices for labor and materials have gone up significantly. Staff review potential streets and graded Green Bay Road and Sheridan Road as the priority streets. Green Bay Road has developed significant cracking and is the highest traffic roadway that does not qualify for federal funding, so preventative maintenance is critical. Sheridan Road pavement is also nearly 15 years old and is at a critical juncture for rapid deterioration. Staff hopes to keep it in the best condition possible while awaiting a decision on potential federal funding within the next five years. The low quote to provide crack sealing on these roadways is \$41,177.

**STAFF/COMMITTEE RECOMMENDATION**

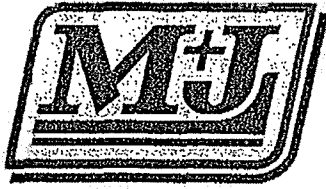
Staff recommends approval of this motion.

**ALTERNATE CONSIDERATION**

Not approving the motion would be an alternate consideration.

**ATTACHMENTS**

-Three proposals



Asphalt Paving & Patching • Concrete Installation & Repair • Sealcoating • Striping • Excavating • Decorative Paving • Snow & Ice Control

Proposal No. 2023-1245

Date: July 14, 2023

Submitted To:

Job Name: Crackfill Various Streets

Attn:

Job Location: Highwood, IL

We hereby submit specifications and estimates for:

**Hot-Bituminous Crackfill Various Streets**

Sheridan Rd (Highwood Ave to Old Elm Rd) – Crackfill  
Green Bay Rd (Prairie Ave to Dead End) – Crackfill

**TOTAL: \$41,177.00**

**Project Notes:**

1. No permit, testing or bonds fees.
2. A Certificate of insurance furnished upon request.
3. Only M&J Asphalt Paving employees should remove barricades and caution tape
4. If barricades or other restraining materials are removed by non-authorized personnel, material performance specifications will be nullified
5. M&J is not responsible for the moving of vehicles in areas to be paved, M&J will not be responsible for unfinished area(s) because of vehicle(s)
6. Sub-grade prep including proof-rolling by others to +/- 1 inch of grade. Not responsible for soft or yielding soil sub-grade. Undercutting @ \$900 per six-wheel load.
7. No excavation, removals or backfilling
8. No Structure adjustments
9. No Landscape restoration
10. No Winter Protection

M&J Asphalt Paving Company Inc.  
Highwood (Crackfill Various Streets)  
Proposal 2023-1245

## TERMS AND CONDITIONS

No permit, testing or bond fees. A certificate of insurance is furnished upon request.

If this proposal, 2023-1245 meets with your approval and you desire to enter into a contract on the terms and conditions set forth herein, please so indicate by signing and returning to us the original copy of this quotation, which shall become a contract upon, but not before, acceptance by M&J Asphalt Paving Company Inc. (M&J).

The quantities, if any, listed above are estimates. Payment will be based on actual quantities completed at the unit price or lump sum quoted for such item or items. Owner/contractor hereby acknowledges that the petroleum market is extremely volatile. Therefore, any asphalt or other material price increase from M&J's suppliers between the date of the proposal and the commencement date of the work is subject to an escalation clause. Owner/contractor hereby agrees to pay to M&J the material cost increase, including taxes together with a ten percent (10%) markup on said increase. M&J hereby agrees to provide owner/contractor with documents verifying said increase upon request.

M&J shall not be responsible for any damage to any underground utilities, appurtenances or other hidden conditions unless the owner/contractor has given to M&J advance written notice of their existence and location.

Payment is due in full within ten (10) days of receipt of the invoice. M&J shall receive final payment upon completion of the work within thirty (30) days of submission of its final invoice. Any and all payments not made in accordance hereof, shall be subject to a 1.5% per month service charge. Customer agrees to pay all reasonable costs, expenses and attorney fees incurred to collect sums past due.

M&J hereby warrants and guarantees that the work furnished hereunder shall conform to the specifications and requirements as set forth in the proposal and further warrants and guarantees that the work is free from defects in material and workmanship. This guarantee and warranty shall remain in effect for a period of twelve (12) months from the date of written acceptance of the work by the owner/contractor. M&J shall promptly, and at its sole cost and expense, either repair or replace any defective work upon receipt by a written notice of a defect within said twelve (12) month period.

Any alteration or deviation from the above drawings or specifications involving extra cost of materials or labor will incur an extra charge over the amount mentioned in this proposal/contract. All agreements must be in writing. All agreements are contingent upon strikes, accident or delays beyond our control.

**NOTE: This proposal may be withdrawn by us if not accepted within 30 days.**

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Down Payment	\$ See Above
Balance Upon Completion	\$ See Above

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Signed for M&J:

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*Nick Distasio, President*

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

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Signature

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Date of Acceptance



JLL Construction Services, Inc  
3401 S Cicero Ave  
Cicero, IL 60804



**JLL CONSTRUCTION SERVICES INC.**

**QUOTE # 23-186**

**July 17, 2023:**  
**Project: City of Highwood**  
**Bituminous Filling of Street Cracks**

Hot Bituminous Filling of Street Cracks on the following streets  
in the City of Highwood:

<u>Street:</u>	<u>From:</u>	<u>To:</u>
Sheridan Road	Highwood Ave.	Old Elm Road
Green Bay Road	Prairie Ave.	Dead End

- Terms: Payment in 14 days from completion of work
- Not Responsible for moving cars or other obstructions

**\$45,250.00**

**Regards,**  
**Jerry Lewis**



**Design by Three Construction, Inc.**

**Phone: 773-664-3902**

**Email: t.wilson@dbtconstruction.com**

**July 18, 2023**

## Estimate

**To:** City of Highwood

**Attn:** Jack Harding

**Project:** Filling Street Cracks

### **Filling cracks in following streets with hot bituminous:**

- Green Bay Road from Prairie Avenue to end of road
- Sheridan Road from Old Elm to Highwood Ave

**Grand Total**

**\$43,890.00**

Notes: Payments are to be made within 30 days.

\_\_\_\_\_  
City of Highwood

\_\_\_\_\_  
Design by Three Construction

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**AGENDA MEMO**  
**Committee of the Whole**  
**August 15, 2023**

**ISSUE STATEMENT**

A motion authorizing the City Manager to sign an agreement with SE Inc, Sciaretta Enterprises, to provide snow removal services to the City of Highwood for the next three years.

**BACKGROUND/HISTORY**

The City started contracting for snow plowing services in Highwood in 2016. There were numerous reasons for this decision, including aging equipment that needed replacement and a change in the public works model to reduce reliance on internal employees. Sciaretta Enterprises has partnered with the City on the removal since this time.

Over the past three years, costs for providing service have gone up significantly. Labor prices, fuel and vehicle equipment and maintenance are far more expensive in this inflationary environment. Sciaretta is proposing an increase of 5% and locking it for three years, which amounts to less than a 1% annual increase from the cost of providing service from 2020-2026, the last year of the contract.

The City of Highwood can cancel the contract with 30 days notice.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approving the agreement.

**ALTERNATE CONSIDERATION**

Not approving the agreement would be an alternate consideration.

**ATTACHMENTS**

-Proposed agreement



28430 N Ballard Dr  
Lake Forest, IL 60045  
847-945-5700

**June 8, 2023**

**CLIENT:**  
**City of Highwood**  
**17 Highwood Avenue**  
**Highwood, IL 60040**

**PROPERTY:**  
**Same**

**Service Terms & Conditions: 3 years beginning November 1, 2023 and ending April 1, 2026**

**Plow and salt all specified main roads, side roads, alleys, and parking lots.**

The proposal includes snow plowing up to forty-two (42) inches of total of snowfall accumulation per season. If snowfall exceeds forty-two (42) inches for the season, The customer has an option to purchase additional services above the 42-inch cap at increments of 1 for 1-10 inches of snow for a fee of 25,000.00.

The contractor shall provide a level of service which keeps snow accumulation at a maximum of 1.5 inches during a snow fall rate of 1 inch per hour as forecasted on a 24-hour basis. During snowfall events of less than one inch, salt and calcium chloride applications will be applied to specified areas. Response time will be guaranteed at no later than one hour.

During heavy ongoing snowfall events and/or blizzard conditions exceeding six (6) inches in accumulation, roads/lanes shall be plowed as necessary to permit safe access during the event. All snow shall be cleared upon the completion of the event. The City of Highwood may purchase snow relocation services that will be billed on a time and material basis according to the pricing schedule listed below.

### **Insurance & Indemnification**

The CONTRACTOR shall not commence work under the Contract until it has obtained all insurance required herein and such insurance has been approved by the City. The Contractor shall furnish a copy of certificates, with the City named as an additional insured, showing the following minimum coverage in an insurance company acceptable to the City. Policy shall contain a waiver of subrogation clause in favor of the City.

8.1.1 Workers Compensation & Employer's Liability : with limits not less than:

a. Workers Compensation: Statutory

Customer initial

- b. Employer's Liability:
  - i. \$500,000 injury -per occurrence
  - ii. \$500,00 disease – per employee
  - iii. \$500,000 disease-policy limit
- c. Such insurance shall evidence that coverage applies in the State of Illinois

Article 107.02.

8.1.2 Comprehensive Motor Vehicle Liability: with a combined single limit of liability for bodily injury and property damage of not less than \$1,000,000 for vehicles owned, non-owned or rented. All employees shall be included as insured.

8.1.3 Comprehensive General Liability: with coverage written on an “occurrence” basis and with limits no less than:

- a. General Aggregate: \$2,000,000
- b. Bodily Injury: \$500,000 per person  
\$1,000,000 per occurrence, and
- c. Property Damage: \$1,000,000 per occurrence, and  
\$2,000,000 aggregate

d. Other Coverage:

Coverages shall include:

- Premises/Operations
- Independent Contractors
- Personal Injury (with employment exclusion deleted)
- Broad Form Property Damage Endorsement
- Blanket Contractual Liability (must expressly cover the indemnity provisions of the Contract)
- Bodily Injury and Property Damage “X”, “C” and “U” exclusions shall be deleted.
- Railroad exclusion shall be deleted if Work Site is within 50 feet of any railroad track.

8.1.4 Umbrella Policy: The \$2,000,000 required coverage and be in any combination of primary, excess and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following- form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.

8.1.5 City as additional insured: City shall be named as an Additional Insured on the required policies excluding worker's compensation.

8.1.6 The contractor shall have the following obligations with regard to insurance coverage for the work under this Contract.

- a. All certificates of Insurance required to be obtained by the Contractor that provide coverage under the policies named shall not be cancelled, modified, reduced, or allowed to expire without thirty days prior written notice given to the City. All certificates evidencing coverage extended beyond the date of final payment shall be provided at the time of the final Pay Request.
- b. All Insurance required of the Contractor shall state that it is Primary Insurance as to additional insureds with respect to all claims arising out of the operations by or on their behalf. If additional insureds have other applicable insurance coverages, those coverages shall be regarded as on an excess contingent basis.

- c. The Contractor shall require that every subcontractor of any tier obtain insurance of the same character as that required of Contractor, naming the same additional insured and subject to the same restrictions and obligations as set forth for the Contractor's Insurance in the Contract Documents.
- d. Under no circumstance shall the City be deemed to have waived any of the insurance requirements of this Contract by any act or omission, including, but not limited to:
  - 1) allowing work by Contractor or any subcontractor of any tier to start before receipt of certificates of insurance.
  - 2) failure to examine or to demand correction of any deficiency, of any certificate of insurance received.
- e. The Contractor agrees that the obligation to provide insurance is solely the Contractor's responsibility and cannot be waived by an act or omission of the City.
- f. The purchase of insurance by the Contractor under this Contract shall not be deemed to limit the liability of the Contractor in any way, for damages suffered by the City in excess of policy limits or not covered by the policies purchased.
- g. The contractor shall notify the City, in writing of any possible or potential claim for personal injury or property damage arising out of the work of this contract promptly whenever the occurrence giving rise to such a potential claim becomes known to the Contractor.

8.1.6 Indemnification: The Contractor shall indemnify, defend and save harmless the City of Highwood, its officers, agents, employees, representatives and assigns, from lawsuits, actions, costs (including attorneys' fees), claims or liabilities of any character as allowed by law, brought because of any injuries or damages received or sustained by any person, persons, or property on account of any act or omission, neglect or misconduct of said Contractor, its officers, agents and/or employees arising out of, or in performance of any of the provisions of the Contract; or from any claims or amounts arising or recovered under the "Worker's Compensation Act" or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, the City of Highwood, its officers, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The Contractor shall be solely liable for all costs of such defense and for all expenses, fees, judgements, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities.

**ONLY AT THE WRITTEN REQUEST OF THE CUSTOMER WILL SALTING AND SHOVELING BE EXCLUDED FROM SERVICES.**

**PRICING**

**Seasonal Pricing Schedule**

<b>(A)</b>	<b>Seasonal Pricing</b>	<b>\$ 131,250.00</b>
	<i>Includes plowing, shoveling, rock salt and calcium chloride</i>	
	<b>November 1st</b>	<b>\$ 26,250.00</b>
	<b>December 1st</b>	<b>\$ 26,250.00</b>
	<b>January 1st</b>	<b>\$ 26,250.00</b>
	<b>February 1st</b>	<b>\$ 26,250.00</b>
	<b>March 1st</b>	<b>\$ 26,250.00</b>
<b>(B)</b>	<b>Additional Inches</b>	<b>\$26,250.00 for 10 additional inches</b>

**Time & Material Pricing Schedule:**

<b>(A)</b>	<b>Labor with snow Blower</b>	<b>\$45.00/hr</b>
<b>(B)</b>	<b>Hand Ice Chipping</b>	<b>\$31.00/hr</b>
<b>(C)</b>	<b>Labor to apply Calcium Chloride**</b>	<b>\$25.00/hr</b>
<b>(D)</b>	<b>Truck &amp; Driver</b>	<b>\$105.00/hr</b>
<b>(E)</b>	<b>Semi Truck &amp; Driver</b>	<b>\$155.00/hr</b>
<b>(F)</b>	<b>Skid Steer/relocating</b>	<b>\$135.00/hr</b>
<b>(G)</b>	<b>CAT 906 front end loader for relocating</b>	<b>\$220.00/hr</b>
<b>(H)</b>	<b>Volvo L90 front end loader for relocating</b>	<b>\$300.00/hr</b>

**Contract:**       **2023-2024**       **2024-2025**       **2025-2026**  
 (Please check off the box for the number of years you would like to sign for)

**Contract Dates:**      **November 1, 2023 to April 1, 2024**  
                                     **November 1, 2024 to April 1, 2025**  
                                     **November 1, 2025 to April 1, 2026**

**Payment Terms**

Monthly payments are due on the 1<sup>st</sup> of each month or within sixty (60) days of the receipt of the invoice. Customer shall pay Contractor for services in accordance with the specified prices and services rendered. Contractor reserves the right to apply a 1.5% (18% /year) finance charge per month to any account with a balance due for fifteen (15) days or more. In cases of delinquent accounts, Contractor reserves the right to place a lien on the property. If legal procedures are taken in cases of overdue accounts, notice of such intended legal action via certified mail providing ten (10) days for cure and satisfaction will be provided. After such notice and failure to then cure, customer hereby agrees to pay all related

Customer initial

collection costs including all reasonable attorney fees. All disputed services or billing must be made in writing.

**Cancellation**

If the customer no longer needs the services provided by the Contractor, the customer is obligated to provide a written notice of cancellation 30 days prior to the last date of service. Notice of cancellation and all correspondence shall be via certified mail. The customer must pay the remaining balance on their account.


**Additional Terms:**

\*\* In an event where there is a salt shortage, Contractor will make every effort to supply the necessary melting agents to perform the services set forth in this contract. In an event where there is a salt shortage Contractor will notify in writing the increased fees for such salt at which time these new fees will be considered a part of this contract.

All invoices are due 30 days from invoice date. No service will be rendered for any property with an invoice outstanding 30 days from the invoice date.

Authorization to perform work as stated:

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<b>Property Owner/Manager</b> (authorized signature required)	<b>Date</b>
	<b>06/08/2023</b>
<b>SE Inc. Snow &amp; Ice Control</b>	<b>Date</b>



**AGENDA MEMO**  
**Committee of the Whole**  
**August 15, 2023**

**ISSUE STATEMENT**

A discussion on a request from Isaac & Moishe on leaving a curbside café up during the winter.

**BACKGROUND/HISTORY**

Isaac & Moishe was recently approved for a curbside café on Waukegan Avenue. The structure is attractive and completed to code. Staff received a request from Isaac Nava to leave the curbside café up during the winter.

The curbside café ordinance currently does not allow them to remain during the winter. Some of the rationale for taking it down includes creating impediments to snow removal and gaining parking spaces for patrons in months where the space is less likely to be used.

If the Council wished to grant the request, Staff recommends the following conditions:

1. A hold harmless agreement for all damages that may be caused to the structure, due to snow or other operations.
2. The business should be responsible for hand shoveling and removing snow to a proper location, both on the street side of the café and on the impacted north and south parking spaces.

**STAFF/COMMITTEE RECOMMENDATION**

For discussion only.

**ALTERNATE CONSIDERATION**

For discussion only.

**ATTACHMENTS**

-Letter from Isaac Nava

To whomever it may concern,

Within this letter I, Isaac Nava, would like to make a very special petition. Firstly, I would like to thank all of the city council for having allowed me the opportunity to build a patio outside of 311 Waukegan Avenue, Highwood, IL, at my place of business Isaac & Moishe DFV, LLC. People from all over have made positive comments about this little outdoor seating and many have come to enjoy its pleasentries. I am conscious of the notification that was given out that the patio should be completely removed in the month of October. Within this letter, I would like to make a special request; the possibility of having your support in keeping the patio year round. I understand that the reason why the city requests to remove the gazebos in the month of October is because of the snow. But I would like to state that I, Isaac Nava, owner of the businesses Isaac & Moishe DFV, LLC. would be responsible of plowing the snow in my corresponding section. As many have come to enjoy this little outdoor seating arrangement during the summer, I hope to continue bringing that joy all year long. I hope that you guys take this into consideration and please let me know your response as soon as possible. I greatly appreciate taking your time reading this letter.

Thank You,  
Isaac Nava  
Owner of Isaac & Moishe DFV LLC.

A handwritten signature in black ink, appearing to read 'Isaac', is written over a horizontal line. The signature is stylized and extends across the width of the line.